

Chapter 8: Economic Development – Downtown Revitalization

Instruction / Application Form

Downtown revitalization projects address prevention or elimination of slum and blight as their national objective, but a downtown revitalization is made up of much more than just infrastructure improvements. It's about creating or retaining the economic vitality in your downtown. Think of the downtown as an outdoor mall. Therefore the following ranking criteria look at the larger effort, rather than just the Idaho Community Block Grant project component.

I. **Organization (75 points):** This criterion measures the strength and depth of local commitment to the revitalization effort and the narrative should describe how the community is actively organized to plan and implement the downtown revitalization process.

A. Describe the public visioning process for the downtown revitalization. The description should also explain how the process encouraged opportunity for all citizens to participate.

B. Who is providing the leadership for the downtown revitalization?

C. Are there established downtown revitalization committees (steering, preservation, design, and business)? What is their role?

- D. What city staff has been dedicated to working on the downtown revitalization?
- E. Are the downtown stakeholders (city, city consultants, business owners, committees, public) communicating effectively? Explain.
- F. Is there support from the local chamber of commerce, downtown association, economic development districts? Explain.

II. **Economic Assessments (75 points):** This criterion measures the comprehensiveness of the assessments that direct the implementation of the community's downtown revitalization plan. Knowing and understanding the market forces which support a community's downtown is the foundation of any revitalization effort.

A. Downtown Survey

A market survey of downtown business owners and/or downtown customers regarding their perceptions of the downtown. The study should indicate what determined to be highest needs, issues, desired amenities, activities, and target markets.

B. Assessment of Downtown Redevelopment Area:

1. What is the existing vacancy rate of downtown buildings?
2. Over the last two years have business openings exceeded closings or vice versa?
3. Current property tax assessment of the downtown redevelopment area.
4. What are the anchor businesses or attractions (primary lure)? Are there complimentary activities, such as dining, biking, shopping?

5. Time of day (morning, afternoon, evening) when downtown customers spend the most.
6. Identify barriers to downtown revitalization, which at a minimum should include assessment of: sidewalks / streets/ sewer and water lines / surface water drainage / zoning / building codes / pedestrian, bike, and auto traffic patterns / parking (including number of stalls) / illumination and lighting / sidewalk benches / private investment / public ADA accessibility / Business ADA accessibility / Maintenance / Directional Signage / Criminal Activity / Business Signage / Cultural Facilities / Business hours.

Writer's Guide: Survey results and Assessment of the Downtown Redevelopment Area information should be included in the Downtown Revitalization Plan. Attach Downtown Revitalization Plan.

III. Implementation (200 points): The ability of a community to demonstrate recent tangible efforts from its downtown assessment process and revitalization plan.

A. Preparedness (100 points): A developed and separately bound downtown revitalization plan.

At a minimum the downtown revitalization plan should include:

- Established goals for the downtown.
 - Action items to achieve the goals.
 - Timeline and cost to implement action items.
- Survey results.
- Brief history of downtown.
- Description of the public visioning process.
- Narrative of downtown assessment (identified barriers to improving the downtown vitality and chosen activities to reducing the barriers).
- Property and building inventory.
- Proposed designs / layouts / schematics.

Writer's Guide: Attach Downtown Revitalization Plan

B. Design professional activities (50 points): This measures the readiness and engagement of the project's design professional. If using city staff go to #4.

1. Has an RFP been prepared and advertised?
 ___ Yes ___ No
 If yes, include RFP in appendices.
2. Has the proposal been evaluated?
 ___ Yes ___ No
 If yes, include evaluation forms in appendices.

3. Has a design professional been hired?
☐ Yes ☐ No
4. Are concepts, sketches, schematic or design plans complete?
☐ Yes ☐ No
 If yes, include plans in appendices (if not part of revitalization plan).
5. Has the design professional prepared cost estimates?
☐ Yes ☐ No
 If yes, include estimates in appendices
6. Has a construction schedule been established for the CDBG project?
☐ Yes ☐ No

C. Previous amount accomplished (50 points): This measures activities and action items that have been completed or have recently commenced.

1. What specific action items under the Downtown Revitalization Plan have been accomplished? Please be specific.
 (Examples: Established a BID in 2011. Funds used to acquire new benches.
 In 2007 Downtown Committee formed to under Horizons Group to begin to create and pursue a downtown revitalization plan)
2. Has an RFP been prepared for grant administration services?
☐ Yes ☐ No
 If yes, include copy of RFP in the appendices.

IV. Slum and Blight (200 points): All downtown revitalization applications must meet the slum and blight national objective and receive at least 125 points in this category. The points for slum and blight will be awarded as follows:

A. Need and impact (100 points):

1. **Need (50 points):** In order to meet the “prevention and elimination of slum and blight national objective” the applicant must provide a downtown infrastructure, facility and/or building report.
 - See Chapter II, Page 13 – Slum and Blight for report details and
 - Redevelopment Resolution, page 11 of this chapter that must be adopted.

Writers Guide: attach redevelopment report to appendices.

B. Impact (50 points):

1. Will the CDBG project address the identified substandard infrastructure systems or building identified in the resolution and report?
___ Yes ___ No
2. How will the CDBG project improve the business climate in the downtown?
How do you base this conclusion (surveys, best practices, studies, etc.)?

C. Relationship to overall plan (100 points):

1. What is the city doing, or done to improve and encourage the downtown vitality?
 - a. Zoning. (Example: allow for outdoor dining)
 - b. Building codes. (Example: the adoption of building codes for renovating older and historic buildings)
 - c. Design standards. (Example: reflect local values)

- d. Business façade program.
 - e. Direction signage.
 - f. Other activities.
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- 2. What is the downtown’s specialty or established niche? (Examples: pocket parks / river walk / public market / trailhead access / punctual geysers)
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- 3. How is the city maintaining and building relationships with the downtown businesses and property owners?

4. How will the city handle business disruption during construction of the proposed project?
 5. Provide your downtown marketing website and downtown theme or logo.
- V. **Idaho Community Development Block Grant Project (350 points):** CDBG funds alone will not create or sustain communities' downtown revitalization efforts. Other resources, including financial, need to be dedicated to ensure successful activities and improvements. The CDBG project can include prior planning, design, and property acquisition. The points will be awarded as follows:
- A. **Project local match (100 points):** This criterion measures the percentage of local matching funds committed to the ICDBG project. It is direct matching funds to just the ICDBG project. "Local match" includes cash on hand, in-kind, force account, LID/BID, bonds, revolving loan funds, urban renewal funds, or resort city tax.
 - B. **Project other (government and private funds) match (75 points):** This measures the percentage of non-local funds committed to the project which includes private, state, and federal sources used to fund the ICDBG project. It is other match to just the ICDBG project. Some examples of "other match" include: Idaho Transportation Department, local highway district, Preservation Idaho, LHTAC, Idaho Department of Lands, chamber of commerce, downtown associations, EDA, Horizons Group, and private funds.
- Writer's Guide: match information will be taken from the budget sheet in the general chapter V.*
- C. **BID/LID (50 points):** This criterion measures if the community has established a formal business or local improvement district within the redevelopment area and if the special assessment revenue is dedicated to improving the redevelopment area. The district must be established prior to addendum to receive points.

Has a BID/LID been established? ____ Yes ____ No
 If yes, provide documentation in appendices.

- D. Related implementation expenditures (60 points):** This measures the percentage of funds (Government, Business, and Private Investment) spent on other revitalization plan action items or activities. Applicable action items and activities are those that are a part of the overall downtown revitalization plan, but are not a part of the CDBG funded project.

Amounts spent on these other action items one year before and after the application is submitted may be included. (Some examples of this type of investment might include a private business painting their storefront, remodeling of a store, city installation of directional signage).

Writer's Guide: It is of utmost importance to only include related implementation expenditures that have been previously approved by Commerce staff and are activities that occurred in the Redevelopment Area. This does include expenditures used for planning. Related implementation expenditures outside of the Redevelopment Area WILL NOT BE COUNTED. Provide short narrative and reference support for proposed match.

Related Implementation Expenditures:

<u>Action Items</u>	<u>Value</u>
(Example: City installed new directional signage in downtown, June 2012	\$24,000

Total = _____

- E. Long-term program involved (65 points):** This measures the use of other funds to provide additional funds or resources that will assist the community in sustaining its downtown efforts and activities long term. Identify and explain if any of the following activities have been created and/or implemented:

Resolution to Establish a Redevelopment Area

City of _____ Resolution No. _____

BE IT RESOLVED by the City Council of the City of _____, _____
County, Idaho:

WHEREAS, the City has reviewed the conditions and quality of the City and found a geographic area in which slum and blight conditions exist according to IDAPA 28, Title 02, Chapter 01, Section 020. The approximate boundaries of this geographic area are (*give general description of boundaries*) and are delineated on Attachment A affixed hereto, which is a map of the subject area defining the limits, boundaries and location of the slum and blight conditions of said district; and

WHEREAS, the following is a description of the slum and blight conditions which exist in the delineated area:

“(List specific slum and blight conditions here, i.e., ____ feet of sidewalk and ____ feet is substandard, ____ feet of water line and ____ feet is substandard, ____ feet of sewer line and ____ feet is substandard, ____ feet of curb and gutter and ____ feet is substandard, ____ feet of storm drain and ____ feet is substandard, ____ buildings and ____ are substandard.)”

Note: All slum and blight applications must document the total number of buildings in the designated area and the total number of those buildings that are substandard, substandard eligible for rehabilitation and substandard not eligible for rehabilitation.

Detailed documentation is contained in _____ study dated _____ and prepared by _____; and

WHEREAS, the City defines standard as _____ and substandard as _____ for infrastructure; and for buildings defines standard as _____ and substandard eligible for rehabilitation as _____; and substandard not eligible for rehabilitation as _____; and

WHEREAS, these conditions are risks to public safety, impediments to sound community growth and are considered economic liabilities to the community; and

WHEREAS, the City of _____ desires to eliminate and prevent slum and blight conditions within the stated geographic area, the City will undertake various activities to eliminate these conditions. These activities will conform to the City’s comprehensive plan.

ONLY USE THE FOLLOWING CLAUSES IF YOU HAVE ACQUISITION, DEMOLITION AND/OR CLEARANCE ACTIVITIES

WHEREAS, the planned activities include land acquisition, demolition, and/or clearance, the following provisions will govern them:

1. The City will not utilize its power of eminent domain to acquire property.
2. All acquisition activities shall be consistent with the Idaho Department of Commerce's "Anti-Residential Displacement/Relocation Plan".

NOW THEREFORE, it is resolved by the Mayor and City Council of _____, Idaho that the City shall designate the above-stated geographic area as a redevelopment area and shall take action as necessary to remove and prevent slum and blight conditions.

RESOLVED this _____ day of (month and year) .

Mayor